

**OPERATIONAL SERVICES COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 15**

**LEAD OFFICER: Isabel Edgar, Director Operations**

**DEMOCRATIC SERVICES OFFICER:**

<b>Mon 19 June 2023 4:30pm</b>		<b>Mon 18 September 2023 4:30pm</b>		<b>Mon 13 November 2023 4:30pm</b>	
<b>Report deadline</b>	<b>4pm Mon 5 June</b>	<b>Report deadline</b>	<b>4pm Mon 4 Sept</b>	<b>Report deadline</b>	<b>4pm Mon 30 Oct</b>
<b>Agenda despatch</b>	<b>Weds 7 June</b>	<b>Agenda despatch</b>	<b>Weds 6 September</b>	<b>Agenda despatch</b>	<b>Weds 1 November</b>
Youth Action Plan Update	Stephanie Jones (Communities & Partnerships)	Community Safety Partnership Update	CSP Representative	VCAEC Update	VCAEC representative
VCAEC Update	Angela Haylock, CEO	Food Safety Enforcement Policy	Richard Garnett (Senior Env. Health Officer)	Service Delivery Plans – 6 Month Performance Monitoring	Service Leads
				Budget Monitoring Report	Anne Wareham (Senior Accountant)
Environment Action Plan 2023	Richard Kay (Strategic Planning Manager)	Health and Safety Enforcement Policy	Richard Garnett (Senior Env. Health Officer)	DAHA Policy & Strategy	Angela Parmenter (Housing & Community Safety Manager)
Representation on Outside Bodies & Annual Reports	SDSO	Environment Act Implementation	Director Operations	Environmental Crime Action Plan	Liz Knox (Environmental Services Manager)
Budget Outturn Report	Anne Wareham (Senior Accountant)	Environmental Crime Enforcement Policy Review	Liz Knox (Environmental Services Manager)	Materials Recycling Contract – Procurement Update & Delegation Request	Liz Knox (Head of Street Scene)
<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	HVO Vehicles Procurement	Liz Knox (Head of Street Scene)	Quarter 2 – Waste Performance Monitoring & Street Smart Highlights Report	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)
Forward Agenda Plan	DSO	Quarter 1 – Waste Performance Monitoring & Street Smart Highlights Report	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	ECSS Half Yearly Report	Director Operations

**Notes:**

1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked \*
2. Agenda items in italics are provisional items / possible items for future meetings.

**OPERATIONAL SERVICES COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 15**

**LEAD OFFICER: Isabel Edgar, Director Operations**

**DEMOCRATIC SERVICES OFFICER:**

		Budget Monitoring Report	Anne Wareham (Senior Accountant)	ARP Joint Committee Minutes 12 September 2023	DSO
ECSS Management Accounts [EXEMPT]		ARP Joint Committee Minutes 13 June 2023	DSO	Forward Agenda Plan	DSO
<i>ECSS Board Minutes (if any)</i> [EXEMPT]		Forward Agenda Plan	DSO	ECSS Management Accounts [EXEMPT]	
		ECSS Management Accounts [EXEMPT]		<i>ECSS Board Minutes (if any)</i> [EXEMPT]	
		<i>ECSS Board Minutes (if any)</i> [EXEMPT]			
		ECSS Performance Matter [EXEMPT]	Director Legal		

**Notes:**

1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked \*
2. Agenda items in italics are provisional items / possible items for future meetings.

**OPERATIONAL SERVICES COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 15**

**LEAD OFFICER: Isabel Edgar, Director Operations**

**DEMOCRATIC SERVICES OFFICER:**

<b>Mon 15 January 2024 4:30pm</b>		<b>Mon 25 March 2024 4:30pm</b>			
<b>Report deadline</b>	<b>4pm Fri 29 Dec</b>	<b>Report deadline</b>	<b>4pm Mon 11 March</b>	<b>Report deadline</b>	
<b>Agenda despatch</b>	<b>Wed 3 Jan 2024</b>	<b>Agenda despatch</b>	<b>Wed 13 March 2024</b>	<b>Agenda despatch</b>	
Community Safety Partnership Update	CSP Representative	VCAEC Update	VCAEC representative		
Youth Action Plan Update	Stephanie Jones (Communities & Partnerships)	End of Year Reports 2023/24 Service Delivery Plans 2024/25	Service Leads		
Citizens Advice West Suffolk (CAWS) Grant	Lewis Bage (Communities & Partnerships)	ECSS Business Plan	Isabel Edgar ECSS Director		
VCAEC Grant	Lewis Bage (Communities & Partnerships)	Community Engagement Strategy	Lewis Bage (Communities & Partnerships)		
Health and Wellbeing Strategy and Action Plan review	Liz Knox (Environmental Services Manager)	Vulnerable Community Strategy	Lewis Bage (Communities & Partnerships)		
Waste Performance Monitoring Report Q3 & Street Smart Highlights Report	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)	Budget Monitoring Report	Anne Wareham (Senior Accountant)		
<i>ARP Joint Committee Minutes</i>	<i>DSO</i>	Waste Performance Monitoring Q4 & Street Smart Highlights Report	Liz Knox (Head of Street Scene) & Catherine Sutherland (Development Manager)		
Forward Agenda Plan	DSO	<i>ARP Joint Committee Minutes</i>	<i>DSO</i>		
ECSS Management Accounts [EXEMPT]		Forward Agenda Plan	DSO		

**Notes:**

1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked \*
2. Agenda items in italics are provisional items / possible items for future meetings.

**OPERATIONAL SERVICES COMMITTEE**  
**ANNUAL AGENDA PLAN**

**AGENDA ITEM NO 15**

**LEAD OFFICER: Isabel Edgar, Director Operations**

**DEMOCRATIC SERVICES OFFICER:**

<i>ECSS Board Minutes (if any)</i> <i>[EXEMPT]</i>		<i>ECSS Management Accounts</i> <i>[EXEMPT]</i>			
		<i>ECSS Board Minutes (if any)</i> <i>[EXEMPT]</i>			

- Notes:**
- 1. Agenda items which are likely to be “urgent” and therefore not subject to call-in are marked \*
  - 2. Agenda items in italics are provisional items / possible items for future meetings.